

THE TULALIP TRIBES
TGO/QCC/BINGO
Job Description
“Re-Advertisement”

JOB TITLE: Construction Project Controller

POSITION NUMBER: TGO- 257-06

NOTE: Sections in the box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form in order to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION:

- ☐ High School Diploma or GED equivalent required.* (Copy of either document must be submitted with application)
- ☐ BA or BS Degree in Accounting or Business Administration from an accredited college or university. Consideration may be given for years of related worked experience in lieu of education requirement.

SKILLS:

- ☐ Excellent communication skills, both written and verbally.
- ☐ Must have strong leadership skills.
- ☐ Ability to manage multiple projects and meet deadlines.
- ☐ Strong decision-making, planning, analytical, and organizational skills.
- ☐ Proficient with construction accounting software, as well as, Microsoft Word and Excel programs.
- ☐ Ability to plan, develop, and revise accounting systems, accounting procedures, and financial internal controls.
- ☐ Ability to work with other department heads, the public, and co-workers in a professional and tactful manner.

EXPERIENCE:

- ☐ Minimum of ten (10) to fifteen (15) years of accounting experience in the construction industry.

OTHER REQUIREMENTS:

- ☐ Knowledge and application of Generally Accepted Accounting Principals.
- ☐ Ability to maintain confidentiality of records and information.
- ☐ Must be available to work any shift assigned to include days, swing, grave, weekends, and/or holidays.
- ☐ Must be successfully complete and pass a National Indian Gaming Commission background investigation.
- ☐ Must be able to obtain a Class A certification, and be Licensed, with the Tulalip Tribal Gaming Agency.
- ☐ Must have a successful employment history with Tulalip Tribes and/or other employers.

Physical Requirements and/or Prerequisites:

- ☐ Manual and finger dexterity for operation of personal computer and routine paperwork.
- ☐ Ability to sit for extended lengths of time.
- ☐ Tolerance to be exposed to computer screen for extended periods.
- ☐ Ability to climb stairs on a daily basis.
- ☐ Tolerance to work in a smoke filled environment.

Department: Finance

Employee Classification: Exempt

Job Summary: Directs the overall financial review process of all projects assigned. Conducts project financial reviews and communicates with senior management. Knowledge of all aspects of Construction Accounting. Participates in project meetings as required. Other special projects as necessary.

Employee Reports To: Executive Financial Officer or designee

Specific Duties Performed:

1. Analysis and review of construction project budget, updating and reporting to the project team on a weekly basis.
2. Ensures adherence to bonding policy.
3. Ensures adherence with all risk management policies and procedures.
4. Reviews subcontractor compliance with terms & conditions of contract (i.e. insurance, billing procedures, etc).
5. Review and communicate pending owner change orders.
6. Review and communicate pending subcontractor change orders and back charges.

7. Analysis of all contingency accounts.
8. Analysis of all corporate and or subcontractor claims.
9. Works closely with Finance Director of TGO and Vice-President of Hotel Operations to determine and implement internal controls, policies and procedures, billing, accounting to the proper GL codes, etc.
10. Accounts for and tracks the monies spent towards all projects assigned.
11. Reviews and maintains the Project Accounting and Asset Registers directly related to all projects assigned.
12. Ability to maintain confidentiality with regards to financial records and information.
13. Performs other duties as deemed necessary and as designated by the Executive Financial Officer of Tulalip Tribes.

Terms of Employment: This is a Full-time Temporary position requiring 40 hours per week or 2080 hours per year, for duration of 22 to 24 months.

Pay Range: \$60,000 annually, Applicant selected may be offered a rate higher than the base pay depending upon qualifications.

Opening Date: October 5, 2006

Closing Date: October 13, 2006 at 4:00 p.m.

Please return your completed application to the Tulalip Casino Receptionist by the closing date and time.

*** Required documents must be submitted prior to interviewing.**